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Advisory Group Meeting

August 9, 2006

SBA, Eisenhower Conference Room

Presented by: Nancy Sternberg, Business Gateway PM

Purpose and Outcomes

PURPOSE:

Inform the Advisory Group of:

- ➢ Program Management Updates,
- ➢ BG Outreach Update,
- ➢ BG Portal Update,
- ➢ FY08 Business Case Update, and
- ➢ Forms Catalog & ROCIS Integration Status

EXPECTED OUTCOMES:

- ➢ A clear understanding of the status of key program areas and where we need your feedback and assistance.

Meeting Agenda

PROJECT MANAGEMENT REVIEW:
- FY07 eGov Appropriations Strategy
- Benefits Analysis
- AG Communications

PROJECT STATUS:
- Outreach Plan/Activities
- Portal Update
- Business Case Update & Next Steps
- Forms Catalog Update
- Forms/ROCIS Integration

NEXT STEPS:
- August 11, 2006 Business Case Comments
- Week of August 14, 2006 Beta Testing
- August 29, 2006 Governance Board Meeting
  - ❖ Business Case Vote

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Project Management Review

FY07 eGov Appropriations Strategy

Benefits Analysis

- The BG team is beginning work on an analysis that will clearly articulate the benefits that Business Gateway provides both agencies and businesses

Communications with Advisory Group

- Business Gateway is committed to ensuring that all necessary communications are shared with Advisory Group members
- http://www.business.gov/general/pmo_doc/pmo_documents.html

Outreach: Upcoming Activities and Events

- **Banner Ad Style Guide and Process**
  - These ads will be placed on the Business.gov home page to highlight timely conferences, compliance deadlines, or other business-related events
- **October Launch Event**

Development Status

BEA Portal

- **Update Portal Framework**
  - Incorporate feedback on look, feel & usability
  - Complete development of Business Library
  - Support transition from development to hosted environment

- **Key Milestones**
  - Complete development & move to alpha testing in early-August
  - Beta testing with Advisory Group volunteers in mid-August

Search Portlet

- **Update Search Portlet**
  - Incorporate feedback on look, feel & usability
  - Update search topics and secondary search pages
  - Focus search index and enhance relevancy algorithms

- **Key Milestones**
  - New versions of the search portlet in early-August

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Business.gov: Beta Testing

Each beta tester to utilize their own domain experience and their understanding of how small business users may utilize the www.business.gov. The focus of Beta testing is:

- Bugs & technical problems
- Missing resources
- Recommendations for improvements

The Beta test process:

- Each partner agency has identified beta testers
  - Beta testing will only take 1 to 2 hours of an individuals time for the week
  - Additional testers can be accommodated if interested
  - Beta testers should have Internet access and be familiar with using a web browser

- Each beta tester (or designee) will receive instructions via email
  - How to access and log on to the new business.gov site
  - A very general script that provides:
    - An explanation of each feature of the site
    - Suggestions on how to test the feature
    - Areas to provide feedback

- Return all completed feedback forms to BG by COB August 18th
  - For issues, concerns, problems, please contact Sonny Bhatia @ 703 856 2242

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FY08 Business Case Update and Next Steps

Status

- **Submitted second draft to Advisory Group members on August 4, 2006**
  - Please note that FY08 300 document has been streamlined for eGov and LoB's

- **Making additional changes based upon Advisory Group comments and feedback**
  - BG hopes to finalize document and submit to Governance Board by August 18, 2006

- **Requesting additional assistance from AG members to reach out to Governance Board members in preparation for August 29, 2006 vote**
  - BG would like to request that Advisory Group members touch base with their Governance Board member the week of August 21, 2006 to make sure that they feel comfortable with the document prior to our Governance Board meeting vote
  - If any Governance Board members have concerns please feel free to direct them to Franklyn Matthews at franklyn_matthews@sra.com

Next Steps

- **Review and comment schedule for FY08 Business Case**
  - BG thankfully requests that all comments to the second draft of the business case be provided to Franklyn Matthews, franklyn_matthews@sra.com by August 11, 2006
  - BG will submit business case to Governance Board members August 18, 2006
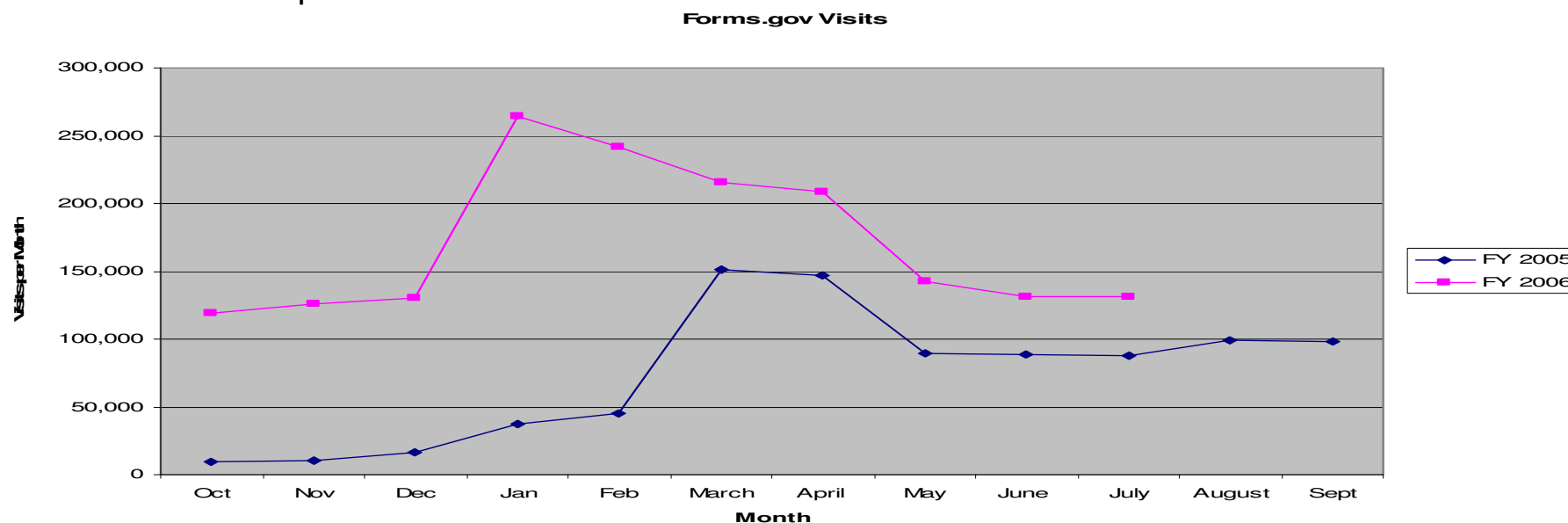 - BG will conduct vote with Governance Board members on August 29, 2006

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Agency Participation

Agency	Items	Forms	Agency	Items	Forms
Commodities Futures Trading Commission (CFTC)	21	21	Federal Reserve System (FRS)	161	94
Consumer Product Safety Commission (CPSC)	1	1	General Services Administration (GSA)	133	70
Corporation for National Community Service (CNCS)	2	2	IAP - Overseas Private Investment Corporation (OPIC)	8	6
Department of Agriculture (USDA)	560	520	IAP - US Agency for International Development (USAID)	7	7
Department of Commerce (DOC)	994	679	International Trade Commission (ITC)	0	0
Department of Defense (DOD)	111	110	Merit Systems Protection Board (MSPB)	4	1
Department of Education (ED)	57	49	National Aeronautics and Space Administration (NASA)	9	6
Department of Energy (DOE)	208	86	National Archives and Records Administration (NARA)	20	19
Department of Health and Human Services (HHS)	477	356	National Endowment for Humanities (NEH)	1	1
Department of Homeland Security (DHS)	334	208	National Endowment for the Arts (NEA)	0	0
Department of Housing and Urban Development (HUD)	389	387	National Labor Relations Board (NLRB)	11	11
Department of Justice (DOJ)	113	87	National Mediation Board (NMB)	9	9
Department of Labor (DOL)	229	209	National Science Foundation (NSF)	19	19
Department of State (STATE)	38	38	Nuclear Regulatory Commission (NRC)	51	51
Department of the Interior (DOI)	334	307	OCB - Federal Energy Regulatory Commission (FERC)	14	14
Department of the Treasury (TREASURY)	1007	825	OCB - National Transportation Safety Board (NTSB)	1	1
Department of Transportation (DOT)	155	153	OCB - Office of Government Ethics (OGE)	7	3
Department of Veterans Affairs (VA)	197	155	OCB - Securities and Exchange Commission (SEC)	170	170
Environmental Protection Agency (EPA)	174	110	Office of Management and Budget (OMB)	14	13
Equal Employment Opportunity Commission (EEOC)	1	1	Office of Personnel Management (OPM)	74	69
Export- Import Bank (EXIM)	29	29	Office of Special Counsel (OSC)	6	3
Federal Communications Commission (FCC)	126	98	Pension Benefit Guarantee Corporation (PBGC)	37	23
Federal Deposit Insurance Corporation (FDIC)	62	57	Railroad Retirement Board (RRB)	36	36
Federal Housing Finance Board (FHFB)	0	0	Small Business Administration (SBA)	71	70
Federal Maritime Commission (FMC)	17	15	Social Security Administration (SSA)	191	191
Federal Mediation and Conciliation Service (FMCS)	7	6	U.S. Postal Service (USPS)	134	128
Total				**6831**	**5524**

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Forms.gov Status

- Number of Forms in Catalog: 5,524
- Total Documents in Catalog: 6,831
- Agencies Participating: 52
- New hosting successfully launched with Raytheon on Friday, August 4
- Version 2.3 will launch with new Business.gov
- ROCIS interface complete
  - Training class at GSA on August 16
  - DVD produced for attendees and non-attendees

Forms.gov Visits

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Next Steps

- Receive Comments on Second Business Case Draft August 11, 2006
- Conduct Beta Testing   August 14, 2006
- Submit Business Case to Governance Board   August 18, 2006
- Conduct Next Governance Board Meeting   August 29, 2006
  - **Tentative Agenda Items:**
    - **FY08 300 Vote**
    - **Re-Launch Expectations**
    - **Overview of Outreach Activities**
    - **FY07 eGov Appropriation Strategy**
    - **Benefits Analysis**